



## PLANNING & ZONING COMMISSION

### *2016 MEETING DATES AND DEADLINES*

<i><b>MEETING DATE</b></i>	<i><b>APPLICATION DEADLINE</b></i>
<b>JANUARY 25, 2016</b>	<b>DECEMBER 28, 2015</b>
<b>FEBRUARY 29, 2016</b>	<b>JANUARY 25, 2016</b>
<b>MARCH 28, 2016</b>	<b>FEBRUARY 29, 2016</b>
<b>APRIL 25, 2016</b>	<b>MARCH 28, 2016</b>
<b>MAY 23, 2016</b>	<b>APRIL 25, 2016</b>
<b>JUNE 27, 2016</b>	<b>MAY 31, 2016</b>
<b>JULY 25, 2016</b>	<b>JUNE 27, 2016</b>
<b>AUGUST 22, 2016</b>	<b>JULY 25, 2016</b>
<b>SEPTEMBER 26, 2016</b>	<b>AUGUST 29, 2016</b>
<b>OCTOBER 24, 2016</b>	<b>SEPTEMBER 26, 2016</b>
<b>NOVEMBER 21, 2016</b>	<b>OCTOBER 24, 2016</b>
<b>DECEMBER 19, 2016</b>	<b>NOVEMBER 21, 2016</b>

The filing fee for rezoning and conditional use applications is \$150.00. The filing fee for a site plan application is \$50.00. Checks should be made payable to the City of St. Charles. Planning and Zoning Commission meetings begin at 6:30 p.m. on the fourth floor of St. Charles City Hall, 200 North Second Street, St. Charles, MO.

## **Plat & Site Plan Submittals**

### **Preliminary Plats:**

For the initial submittal for staff and utility company review, please provide five (5) folded copies. After staff review is completed and staff comments have been forwarded, seventeen (17) copies of the revised plat are requested for delivery to the Planning and Zoning Commission members and City staff. Following action by the Planning and Zoning Commission, twenty (20) copies of the preliminary plat are requested for delivery to the City Council.

### ***Preliminary Plat Filing Fees:***

Single-family: \$25 plus \$2 per lot  
Multi-family: \$50 plus \$1 per unit  
Commercial: \$50 plus \$2 per acre

### **Final Plats:**

As long as they do not deviate in any significant respect from the preliminary plat approved by the Planning and Zoning Commission and City Council, final plats are not submitted to the Planning and Zoning Commission. Final plats are submitted directly to the City Council for approval. The City Council approves final plats by ordinance, which must be read at two Council meetings. Twenty (20) copies of a final plat must be submitted at least ten (10) working days prior to the City Council meeting at which it is to be introduced.

***PLEASE NOTE:*** The City of St. Charles subdivision regulations state that “prior to recording of the approved final plat, a digital media copy of any record plat prepared using computer assistance shall be submitted in a computer readable format approved by the City Engineer.” **FINAL PLATS WILL NOT BE APPROVED FOR RECORDING UNLESS THEY ARE ACCOMPANIED BY A DIGITAL MEDIA COPY IN AUTOCAD FORMAT. THE DIGITAL COPY OF A FINAL PLAT SHOULD BE SUBMITTED TO CHARLES LOVELACE, GIS COORDINATOR IN THE DEPARTMENT OF COMMUNITY DEVELOPMENT.**

### **Site Plans:**

For the initial submittal for staff review, please provide a completed Site Plan Application form, the filing fee (\$50) and four (4) folded copies of the site plan containing all items on the site plan checklist (included with the application). After staff review is completed and staff comments have been forwarded, twenty (20) copies of the revised site plan are requested for delivery to the Planning and Zoning Commission.

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***Questions regarding the Planning and Zoning Commission’s powers, duties, procedures and meeting schedule should be directed to the Planning Division of the Department of Community Development at (636) 949-3222.***